

VERSION 1.0
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HABITAT PARTNERSHIP COMMITTEE NEXT STEPS

ARIZONA GAME AND FISH DEPARTMENT
5000 W CAREFREE HWY, PHOENIX, AZ 85086

HABITAT PARTNERSHIP COMMITTEE NEXT STEPS

OVERVIEW

Congratulations, your Habitat Project Committee (HPC) Proposal has been approved for funding. Below are some important guidelines to follow when implementing an HPC project. **Please read this entire document especially page 2** which provides a checklist to help keep your project on track.

- **Under no circumstance should any work be undertaken until agreements and clearances are fully executed.**
- HPC funds are state funds, and as such, expenditures of these funds are subject to compliance requirements such as procurement law, agreements, environmental compliance, etc.
- Any vendor or entity receiving payment from the State of Arizona must register as a vendor in the state's procurement system at, **procure.az.gov**.
- Progress reports are due March 1st annually and can be found at http://www.azgfd.gov/w_c/hpc_projInstructForms.shtml .
- Completion reports are due within 30 days of project completion and can be found at http://www.azgfd.gov/w_c/hpc_projInstructForms.shtml .
- If you are not sure how to proceed after reading this document, please contact either Dennis Fogle or Ruth Gregory.

CONTACTS

Ruth Gregory	Game Branch	623-236-7349	rgregory@azgfd.gov
Dennis Fogle	Game Branch	623-236-7350	dfogle@azgfd.gov
Ed Jahrke	Development Branch	623-236-7482	ejahrke@azgfd.gov
Joe Currie	Development Branch	623-236-7867	jcurrie@azgfd.gov
Robert Schoepe	Support Services	623-236-7457	rschoepe@azgfd.gov
Wade Zarlingo	Landowner Relations	623-236-7503	wzarlingo@azgfd.gov

PROJECT IMPLEMENTATION CHECK LIST

Below is a check list that will help guide proponents before work can begin and funding released. Please follow the check list below that relates to your specific project. **Please contact Dennis Fogle or Ruth Gregory with any questions and or to coordinate proper documents.**

GOVERNMENT AGENCY TO UNDERTAKE WORK (USFS, BLM, ASLD, ETC.)

☐ Agreement

- Coordinate Collection Agreement or Challenge Cost Share Agreement with the Department.

☐ Cultural Clearance

- Coordinate Inventory Standards form or alternative form with the Department.

☐ Special Tag Fund Match Information

- Fill out the Special Tag Fund Match Information worksheet attached.
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PRIVATE LANDOWNER OR PERMITTEE/LESSEE TO UNDERTAKE WORK OR NON PROFIT ORGANIZATION/NGO TO UNDERTAKE WORK

☐ Agreement

- Stewardship Agreement must be coordinated with the Department.

☐ Cultural Clearance

- If private property, Compliance Assessment Worksheet must be coordinated with the Department.
- If public land, cultural clearance must be coordinated with the Department.

☐ Special Tag Fund Match Information

- Fill out the Special Tag Fund Match Information worksheet attached.
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AZGFD TO UNDERTAKE WORK

☐ Coordinate with Development Branch if water project

- Contact Ed Jahrke or Joe Currie.

☐ EAC

- Ensure EAC is complete with Habitat Branch.

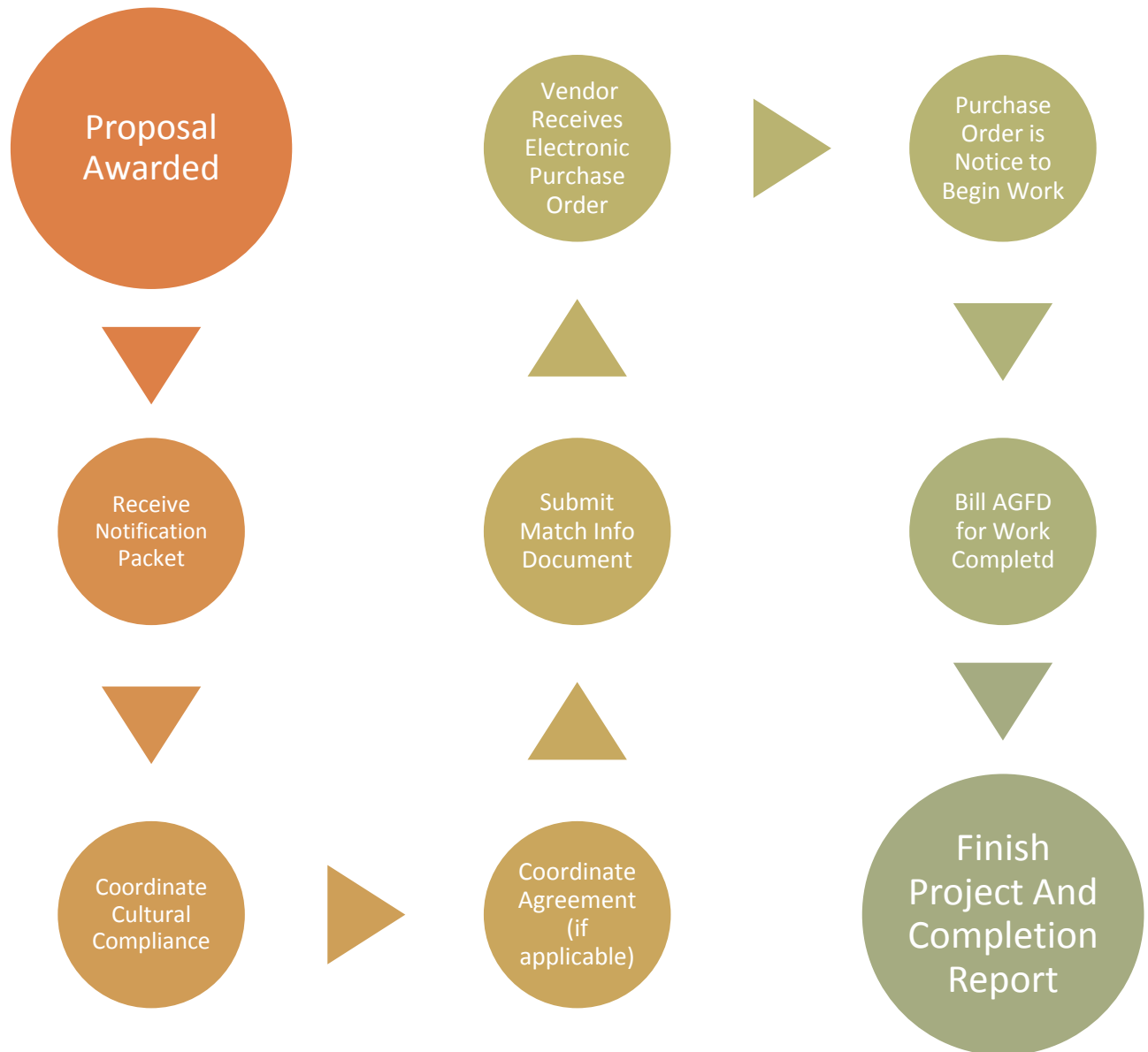
☐ Cultural Clearance

- Provided in EAC.

☐ Special Tag Fund Match Information

- Fill out the Special Tag Fund Match Information worksheet attached.
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HPC FLOW CHART



Special Tag Fund Match Information

*Required Additional Information *

The Arizona Game and Fish Department receives a substantial amount of funding via the Wildlife Restoration Act (funded through a federal excise tax on firearms, ammunition, archery tackle and related items). Over the past few years, there has been a substantial increase in sales of firearms and ammunition, which has resulted in a significant increase in the amount of Wildlife Restoration Funds apportioned to the Department. However, to use these funds a 25% match of non-federal funds is required, and the Department needs to assess all potential sources of non-federal match. Because Special Big Game License Tag (SBGLT) funds are considered state funds, the Department is evaluating the use of these funds meet this requirement. To assist us in the endeavor, please complete the following information and return it to:

Arizona Game and Fish Department
Game Branch
ATTN: Habitat Partnership Committee Coordinator
5000 W. Carefree Highway
Phoenix, AZ 85086

HPC Project #:			
Project Name:			
Organization:			
Yes	NO	1. Special Big Game License Tag Funds have been or will be used as match to a federally funded agreement/grant/contract (agreement), project, or action.	
Yes	NO	2. Resources acquired fully or in-part with Special Big Game License Tag Funds have been or will be used as match to a federally funded agreement, project, or action.	
Signature:			
Print Name:		Date :	
If the answer to both questions 1 and 2 are "NO", then please complete the following.			
The Organization named above commits to the Arizona Game and Fish Department that any Special Big Game License Tag funds received or expended for the above-named project have not been and will not be used at any time in the future as a non-federal match to any federal undertaking.			
Signature:			
Print Name:		Date :	

Some additional information for consideration when answering the questions above:

- “Action” may also include administrative costs or process(s) performed by a federal agency associated with your project such as NEPA clearances, archaeological clearances, permitting, etc.
- Were commitments made to use Special Tag funding to secure a federally funded agreement? (A grant application may mention a need for “non-federal” match; or give additional consideration if “non-federal” match is provided).
- Were commitments made to use the Special Tag funding when seeking a federally funded agreement, even if no match was required?
- “Funding” match includes more than the Special Tag fund cash. It includes things paid for in full or part: equipment usage (e.g. grader and operator), leases, materials, supplies, rent, and similar items.